

Washington County

Job Description



Title:	Deputy Clerk	Code:	
Division:	Administration	Effective Date:	
Department:	Clerk/Auditor	Last Revised:	06/10

GENERAL PURPOSE

Performs a variety of routine clerical administrative duties as needed to expedite services and fulfill statutory obligations of the office of County Clerk/Auditor; may act with authority of and sign documents in behalf of elected County Clerk/Auditor within areas as defined on statement of deputization.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Office Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Taxation: Receives and reviews applications from public for property tax abatements & exemptions, i.e. circuit breaker, veterans, blind, indigent; informs of abatement & exemption laws while guiding applicants in the application process; maintains current and accurate files of recipients of tax relief; receives and processes applications for appeals of tax assessments and property taxes. Helps with annual Tax Sale and state tax appeals.

Marriage Licensing: Receives fees and writes receipts, assists the public with marriage licensing questions; processes marriage applications to issue marriage licenses; may prepare and submit monthly report of licenses processed to State Vital Records.

Business Licenses, Passports & Vital Records: Issues business licenses, and passports; researches birth and death records; assists public to locate related archived records.

General Office: Assists in the management of various permanent records such as contracts, ordinances and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines; performs general office upkeep; files various records and documents; performs data entry; participates in comprehensive archiving and storage projects; scans documents, receives and sorts incoming and outgoing mail. Helps with Voter Registration and Election questions.

Customer Service: Assists in person and over the telephone; responds to questions related to general county operations; directs public to best source of information or problem solving.

Oath of Office: As an authorized deputy may be called upon to administer oath of office in the absence of the elected County Clerk.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school with course background in accounting or bookkeeping, plus one (1) year of specialized training in computerized accounting and spreadsheets (preferably governmental accounting);

AND

- B. One (1) year experience related to above duties

2. Knowledge, Skills, and Abilities:

Working knowledge of election process, taxation abatements, equalization processes; business licensing; general accounting and bookkeeping; administrative procedures; office machine and filing systems; **Some knowledge of** interpersonal communication skills; computer software utilized by Clerk/Auditor's office, i.e., MS Office, VISTA, etc..

Skill in the operation of computer and data entry equipment.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; work quickly and accurately with numbers; ability to perform under time pressures in meeting deadlines; ability to communicate effectively verbally and in writing; ability to develop and maintain effective working relationship with elected officials, professionals, the public and fellow employees.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye-hand, finger, leg and foot dexterity necessary to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)